

**IT Compensation and Classification Workgroup**  
**February 12, 1999**  
**Meeting Minutes**

**Members present:** Linda Harber, Ann Genovese, Patti Higgins, Debbie Mincarelli, Jim Peters, Andy Poarch, Rick Pugh, Nazeem Reza

**Members absent:** Pat Jackson, Debra Sandy, Marcia Webb

**Guests:** Bob Weaver

Linda Harber, Chair, welcomed members and set direction for this meeting. Next COTS meeting is Wednesday, February 24, 1999. Informational hand-outs from the Fall 1998/Winter 1999 CUPA Journal and pages from the January/February 1998 Workplace Visions articles shared with group:

- The Information Technology Staff Crisis: Plan for It!
- Getting Savvy about Attracting and Keeping Information Technology Workers
- Six Strategies for Beating the Competition for Information Technology Workers
- Technology Development Predictions: 2001-2030

**Decision Brief & Chief of Staff Letter**

1. Poarch distributed two drafts for this committee's final review:
  - Decision Brief (Group input: shared concern of \$11 million dollar figure being low; for future reference, be sure to indicate this figure is based on FY 97 or say "minimum of")
  - Letter outlining proposed policy changes for IT personnel. Letter intended for Chief of Staff. (Group input: move paragraph #3 closer to the beginning of the letter and add a statement relating to IT classification program revisions currently under consideration)
2. Poarch asked this group for expanded background data to enhance decision brief and proposal letter. Example: Counter-offers create salary variances of 20% and greater.
3. Respond by providing details/data in paragraph form to Harber by Friday, February 19<sup>th</sup>.

(Weaver to provide new-hire salary steps for IT Staff)

**Beyond Y2K**

1. Reviewed document "The Information Technology Staff Shortage Beyond 2000". Complimented Genovese on a great job.
2. Harber will distribute at next COTS meeting in response to question from Bill Landside at an earlier meeting.

## DPT Model & Compensation Tools

1. Pugh distributed memorandum from Secretary Slater "Incentive Options for Year 2000 (Y2K) Staff".
2. Pugh asked this group to assign a reasonable \$ to these incentives – Harber recommended setting a "cap" rather specific dollar amounts.
3. This group to provide feedback to Rick Pugh regarding alternative compensation tools (using their market knowledge) by Friday, 2/19.
4. Pugh and Weaver to distribute the revised DPT model before it goes forward to Secretary's Slater and Upson.

## Next Steps

1. Address concern that some proposals were lost in other actions taken by the group; in response to a recommendation made by this group, Harber will draft educational piece "Did You Know" regarding IT recruitment to share by way of:
  - o Hand-out at COTS meeting
  - o COTS home page
  - o DPT home page
  - o Future DPT training
2. Peters to provide Harber information regarding America's Job Bank and the procedure through the VEC before the end of the week.
3. Review Compensation Tools draft
4. Review final DPT Model

Meeting Adjourned. Next meeting March 12, 1999.

Respectfully submitted,  
Cheri Stickels  
VCU Human Resources

**Update:** The February 24<sup>th</sup> COTS meeting has been changed and does not include the workgroup updates. Therefore, our materials will be presented at the March meeting (date to be announced). As a result, the 2/19 deadlines can be extended to Friday, 2/26.